



## **Federal Tort Claims Act** **(Claims for Property Damage)**

28 C.F.R., Part 14, Section 14.4 (b) (1)-(5) requires that the information listed below be submitted in support of a claim for property damage against the United States. Failure to submit the items requested may result in a denial of your claim for lack of supporting documentation .

Please submit the following evidence and information.

- (1) Please ensure that you specifically state the amount of the claim in a definite, single dollar figure in block 12 (or Block 10 on old forms) of the Standard Form 95 (12a + 12b + 12c = 12d). Approximate amounts or "see attached" are not acceptable.
- (2) Please provide proof of ownership of the vehicle involved (e.g. a copy of the current title or registration). (**Note: Only the registered owner of a vehicle may file a claim for damages to that vehicle.**)
- (3) A detailed, itemized, statement of the amount claimed with respect to each item of property.
- (4) An itemized receipt showing payment for necessary repairs or two (2) written estimates of the cost for your repairs.
- (5) A statement listing: date of purchase, purchase price and salvage value where repair is not economical.
- (6) Any other evidence or information you may have, such as a police report, which may have a bearing on the responsibility of the U.S.A. for the injury to or loss of property or the damages claimed.

**If there is no police report, in block 9 of the claim form, please provide all the information you have pertaining to the claimed incident and the government employee or agency involved.**

Notes: Be sure that all applicable blocks on the Standard Form 95 are completed before submitting the claim for processing. Especially be sure that the claimant's name (and his/her agent's name, if applicable) and current mailing address are included in block 2 and the appropriate signatory has signed in block 13a (15 on older forms).

**An original signature is required.**

## **Federal Tort Claims Checklist Standard Form 95**

- \_\_\_\_\_ Complete blocks 2 through 7.
- \_\_\_\_\_ Block 8: be as specific as possible.
- \_\_\_\_\_ Block 9: if claiming for property damage.
- \_\_\_\_\_ Block 10: if claiming for personal injury/wrongful death.
- \_\_\_\_\_ Block 11: if applicable.
- \_\_\_\_\_ Block 12a: for property damage.
- \_\_\_\_\_ Block 12b: for personal injury.
- \_\_\_\_\_ Block 12c: for wrongful death.
- \_\_\_\_\_ Block 12d: is the total if blocks 12a+12b+12c: this block must be filled in.
- \_\_\_\_\_ Sign in block 13a. This must be your original signature.  
Photocopies will not be accepted for this line.
- \_\_\_\_\_ Fill in your phone number in Block 13b and the date the claim form was signed in  
block 14.
- \_\_\_\_\_ Block s15 through 19: insurance information must be filled in.
- \_\_\_\_\_ Attach the following documents if applicable:
  - \_\_\_\_\_ Insurance coverage page.
  - \_\_\_\_\_ Two written estimates.
  - \_\_\_\_\_ Doctor reports, medical records, and bills.
  - \_\_\_\_\_ Investigation or police report.
  - \_\_\_\_\_ Written documentation of any expense related to injury or death.
  - \_\_\_\_\_ Copy of proof of ownership or registration of damaged vehicle.
  - \_\_\_\_\_ Any other documentation that could help us adjudicate your claim.

### **Send your completed form and documentation to:**

Commanding Officer  
ATTN: FTCA  
NAVLEGSVCOFF SW  
3085 Dolphin Alley  
San Diego, CA 92136-5187

If you have any questions or need more information, Please call us at (619) 556-7268  
Extension 211